



STAR ACADEMY BOSTON SYLLABUS POLICY

Academic Year 2026-2027

Applies to	Faculty teaching Grades 6-12 (Middle School and Upper School)
Submission to	Department Chair (the Chair submits to the Head of Academic Affairs)
Teacher deadline	Two weeks before the start of the school year
Department Chair deadline	One week before the start of the school year
Distribution	To students at the first class meeting; posted on the School Portal
Responsible for compliance	Head of Academic Affairs, who oversees implementation of this Policy, conducts the final review of every syllabus, and monitors compliance
Read with	Faculty and Staff Handbook 2026-2027; Student and Family Handbook 2026-2027

1. PURPOSE AND SCOPE

This Policy establishes the requirements for the development, content, submission, review, distribution, and retention of course syllabi at Star Academy Boston. It supplements the Faculty and Staff Handbook and applies to all courses taught in Grades 6 through 12.

A syllabus is the authoritative statement of the structure and assessment of a course. It must be accurate, complete, clear, and appropriate to the students' grade level before it is issued.

This Policy is read together with the Faculty and Staff Handbook 2026-2027 and with Part II of the Student and Family Handbook 2026-2027, which sets out the academic program, the grading scale, effort grades, the honor roll, grade point average, promotion, graduation requirements, and the rules governing student academic work. Faculty are expected to know those provisions and to reflect them accurately in every syllabus.



2. GENERAL REQUIREMENTS

Each teacher is responsible for preparing a syllabus for every course they teach. The syllabus should support academic planning, communicate expectations to students and families, and provide a clear framework for instruction and assessment.

Each syllabus must:

- be aligned with the School's curriculum for the course;
- state the information students need from the beginning of the course;
- describe course expectations in clear, concise, student-accessible language;
- accurately reflect how student work will be assessed;
- be consistent with the Faculty and Staff Handbook, the Student and Family Handbook, and other applicable School policies; and
- be reviewed and approved in accordance with Section 4 before it is issued.

Every student in Grades 6 through 12 must receive the final syllabus for each course at the first class meeting.

3. REQUIRED SYLLABUS CONTENT

At a minimum, each syllabus must include the following information:

3.1 Course Identification

- Star Academy Boston;
- course title, level (CP, Honors, or Advanced Placement, where applicable), and grade level;
- teacher name; and
- academic year.

3.2 Teacher Contact and Availability

- teacher School email address; and
- teacher availability for extra help, consistent with the professional boundaries set out in the Faculty and Staff Handbook.

3.3 Course Goals and Learning Objectives

The syllabus must state the goals of the course and the principal learning outcomes students are expected to achieve. Objectives should be clear, specific, and appropriate to the course and grade level.

3.4 Course Description and Topics

The syllabus must provide a concise description of the course and identify the principal topics or units to be covered. A course calendar or sequence of topics may be included where appropriate.



Where the syllabus includes a calendar of assessments or major assignments, that calendar must be consistent with the scheduling requirements of the Faculty and Staff Handbook. In particular:

- major assessments and long assignments are posted to the School Portal calendar at least one week in advance;
- as a working rule, no class group should face more than one major assessment on a day or more than two in a week; and
- the daily homework totals set out in the Student and Family Handbook are a ceiling for all subjects combined, and teachers of a class group coordinate through the homeroom teacher so that those totals are not exceeded.

A date published in a syllabus does not reserve a place on the School Portal calendar; conflicts are resolved in accordance with the Faculty and Staff Handbook.

3.5 Books and Resources

The syllabus must identify required books, texts, materials, and other resources used in the course.

3.6 Assessment and Grading

The syllabus must identify the assessment criteria used in the course and the relative weight assigned to each category of assessment. Because the syllabus is the authoritative statement of how the course is assessed, the grading structure must be accurate and complete before the syllabus is issued to students.

Assessments and grading practices must comply with the School's grading scale and the phase-appropriate grading and reporting policies set out in the Faculty and Staff Handbook and in Part II of the Student and Family Handbook. Rubrics and grades are uploaded to the School Portal.

The syllabus is the reference point against which a grade may be questioned. Where a student or family believes that a grade has been recorded in error or applied inconsistently with the syllabus, the matter is raised with the teacher first, and any further appeal is made in writing to the Head of Academic Affairs within ten school days of the grade being issued. Teachers must therefore be able to demonstrate that grades were calculated in accordance with the published syllabus, and must retain their records and assessment materials for the academic year.

3.7 Course Requirements and Policies

The syllabus must state the principal academic requirements of the course. Teachers may also include course-specific expectations consistent with School policy.

Academic integrity and artificial intelligence. Faculty must know and apply the School's academic integrity and artificial intelligence requirements, which are governed by the Policy on Academic Integrity and Plagiarism Prevention and by the provisions of the Student and Family Handbook on the permitted use of artificial intelligence and the declaration of that use. Where the rules for a particular course or assignment differ from the School's default rules, the syllabus must state those differences.



Late, missed, and make-up work. Any course-specific rule on deadlines, late submission, or make-up work must be consistent with the Faculty and Staff Handbook and must not be stated in the syllabus in a way that conflicts with it. For an excused absence, the time allowed for make-up work equals the number of days absent. For an unexcused absence, the student remains responsible for the work but may receive reduced or no credit, homework posted in advance remains due at the next class meeting, and the make-up of assessments is at the discretion of the teacher and the administration.

A course-specific requirement may not reduce or extend a right or obligation established by School policy. Where a teacher considers that a course genuinely requires a different rule, the difference must be identified to the Department Chair on submission and approved by the Head of Academic Affairs before the syllabus is issued.

4. SUBMISSION, REVIEW, AND DISTRIBUTION

4.1 Submission by the Teacher

Each teacher must submit a completed syllabus for every course they will teach to the Chair of the relevant Department for review and preliminary approval, no later than two weeks before the start of the school year. Teachers should not submit syllabi directly to the Head of Academic Affairs unless specifically instructed to do so.

4.2 Departmental Review

The Department Chair reviews each syllabus for alignment with the School's curriculum, for compliance with this Policy, and for consistency across the courses of the Department, and grants preliminary approval or returns the syllabus for revision. Following preliminary approval, the Department Chair is responsible for submitting the syllabus to the Head of Academic Affairs no later than one week before the start of the school year.

4.3 Final Review and Approval

The Head of Academic Affairs conducts the final review of each syllabus for compliance with this Policy, the Faculty and Staff Handbook, the Student and Family Handbook, the School's curriculum, and applicable academic requirements. The Head of Academic Affairs may approve the syllabus or require revisions before it is issued to students. No syllabus may be distributed to students until the required review and approval process has been completed.

4.4 Distribution and Publication

The final syllabus must be accurate and complete before distribution. Teachers are responsible for presenting the approved final syllabus to students at the first class meeting, and for posting it on the School Portal no later than two school days after that meeting so that students and families can refer to it throughout the year. The version posted on the School Portal must at all times be the current approved version.

4.5 Courses Beginning After the Start of the School Year

For a course that begins in the second semester or otherwise after the start of the school year, the deadlines in Sections 4.1 and 4.2 apply by reference to the first class meeting of that course: the teacher submits to the Department Chair no later than two weeks before the first



class meeting, and the Department Chair submits to the Head of Academic Affairs no later than one week before that meeting.

4.6 Teachers Appointed or Reassigned After the Deadline

A teacher who is appointed, or whose teaching assignment changes, after the applicable deadline must submit a syllabus for each affected course to the Department Chair within five school days of the appointment or change, or no later than two school days before the first class meeting, whichever is earlier. Where that is not practicable, the Head of Academic Affairs may authorize the interim use of an existing approved syllabus for the course, and the teacher must submit a syllabus of their own within a period set by the Head of Academic Affairs.

4.7 Retention

The Head of Academic Affairs maintains the approved final version of every syllabus in the Shared Drive, together with any approved revision issued during the year, for not fewer than three academic years. Approved syllabi support accreditation, transcript and credit review, and the resolution of grade appeals, and must remain retrievable for those purposes.

5. ADVANCED PLACEMENT (AP) COURSES

Syllabi for Advanced Placement courses must also demonstrate conformity with applicable College Board curricular and resource requirements.

5.1 When Course Audit Action Is Required

The College Board requires the School to register and submit a syllabus for audit whenever:

- the School offers a new AP course;
- the teacher or the textbook for a previously approved course has changed; or
- the curricular and resource requirements for a course have been significantly revised by the College Board AP Program.

In addition, the College Board requires the School to renew previously approved courses in order to offer them in each academic year.

5.2 Responsibilities of the Teacher

No later than one week before the start of the school year, a teacher of an AP course requiring Course Audit action is responsible for:

- understanding and planning to meet the applicable College Board curricular requirements for the course;
- creating and maintaining access to an AP Course Audit account;
- submitting the required AP Course Audit form for the course;
- developing or adopting a syllabus that demonstrates conformity with applicable College Board curricular and resource requirements — the teacher may adopt a College Board sample syllabus, or a syllabus developed by another Star Academy Boston teacher and previously approved by the College Board; and
- meeting the general syllabus requirements of this Policy.



Following the start of the school year, the teacher is responsible for submitting the syllabus to the College Board for approval no later than the applicable College Board deadline and, where required, revising the syllabus until approval is granted. The review and approval timeframe for an original syllabus is eight weeks, and two further opportunities to submit are available; teachers should plan their revisions accordingly.

5.3 Responsibilities of the AP Course Audit Administrator

No later than one week before the start of the school year, the School's designated AP Course Audit administrator is responsible for approving the required AP Course Audit forms for all new AP courses and for renewing previously approved AP courses to be taught in the new academic year.

5.4 Responsibilities of the Department Chair

The Department Chair is responsible for ensuring that the requirements of this Section are met for every AP course taught by the Department, and for identifying to the Head of Academic Affairs any AP course at risk of missing a College Board deadline.

AP requirements under this Section are in addition to the general syllabus requirements and submission deadlines established by this Policy.

6. CHANGES AFTER DISTRIBUTION

A syllabus should not be materially changed after it has been issued to students except where an academic or operational reason requires a change. Any material change affecting course requirements or assessment must be approved by the Head of Academic Affairs, communicated clearly to students, and applied consistently.

Any change to assessment criteria or their relative weight must remain consistent with the Faculty and Staff Handbook, the Student and Family Handbook, and applicable School policies. A change may not be applied retroactively to work already completed or already assessed.

Where a syllabus is revised, the revised version must be posted on the School Portal in place of the earlier version, and the earlier version must be retained by the Head of Academic Affairs in accordance with Section 4.7.

7. RESPONSIBILITY AND COMPLIANCE

Teachers are responsible for the accuracy, completeness, and timely submission of their syllabi to the relevant Department Chair, for issuing and posting the approved syllabus, and for assessing student work in accordance with it.

Department Chairs are responsible for reviewing syllabi, granting preliminary approval, timely submitting the approved syllabi to the Head of Academic Affairs, and overseeing compliance with the AP requirements of Section 5 within the Department.



The Head of Academic Affairs oversees implementation of this Policy, conducts the final review, approves material changes, maintains the record of approved syllabi, and may request corrections or updates where necessary.

Failure to submit a required syllabus, to make required revisions, or to issue and post the approved syllabus is a failure to comply with the School's academic policies and faculty responsibilities.

8. RELATIONSHIP TO OTHER SCHOOL POLICIES

This Policy is read together with the Faculty and Staff Handbook, the Student and Family Handbook, and the School's other separately published policies. Where the Faculty and Staff Handbook summarizes the requirements for syllabi, this Policy governs their content and procedure in the event of a conflict.

Where another School policy governs a specific matter, that policy also applies and governs that matter. The policies most frequently relevant to the preparation of a syllabus are the Policy on Academic Integrity and Plagiarism Prevention, the Transcript Revision Policy, and the Repeated Courses Policy.

9. ADOPTION AND AMENDMENTS

This Policy was approved by the Directors on August 26, 2026, and is effective for the 2026-2027 academic year and thereafter, unless amended or replaced by the School.

This Policy supersedes and replaces in full the School's prior policy and procedures on the methodological support of the education process and the development of syllabi, and any earlier statement of the matters it covers.

Approved by the Directors of Star Academy Boston on August 26, 2026.
